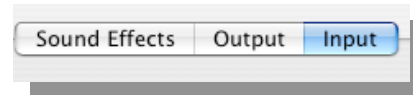


Thirty Second Guide to PodCasts

Recording Audio:

- To record Audio, make sure that you have chosen the proper input device:
 - Go to System Preferences. Choose the SOUND icon
 - Click the INPUT button on the top menu bar
- Highlight the desired input device. (Internal Microphone = the built in Microphone in the laptop. Line In = a microphone that you have plugged into the mic port.)
- Test the input level to make sure that your voice is being recorded at the best level.



Choose a device for sound input	
Name	Port
Internal microphone	Built-in
Line In	Audio line-in port

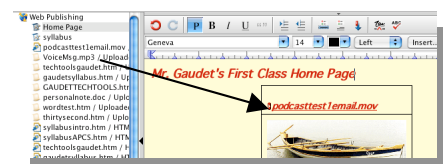
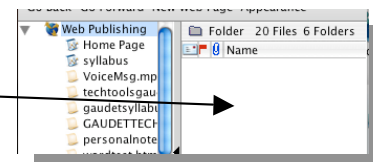


- Recording audio using *Garage Band* (Uses lots of memory)
 - See the *ThirtySecond Guide to GarageBand* for tips.
 - After recording audio, export to iTunes.
- Recording audio using *iMovie* (Can be compressed to save memory)
 - See the *ThirtySecond Guide to iMovie* for tips.
 - After Recording Audio, export and compress the file:
 - Under FILE drag to SHARE
 - Choose the QUICKTIME Icon
 - Choose the desired level of compression (email = least memory; Full Quality = most memory) [email is sufficient for most uses]
 - Save the file. (The file will be a .mov, Quicktime movie)



Upload the file to your FirstClass webpage:

- Open FirstClass and double click on the Web Publishing Folder.
- Highlight the Web Publishing folder in the window.
- Drag the saved audio (.mov) file into the Web Publishing window.
- To link the file onto a webpage, highlight the desired webpage. Drag the name of the .mov file from the Web Publishing Folder to the webpage. Done.



(See *Thirty Second Guide to Making Web Pages in First Class* for tips.)